



Apply to be a DVSA Earned Recognition scheme operator

Section 1

Application type



Please read application guide
(DVSAER01G) when completing
this form

☐

Single entity

☐

Group of entities

Section 2

Operator details

Name of entity (including trading name or group)

Contact name

Position

Contact address

Postcode

Telephone number (with area code)

Email address

Website address

Section 2a

Entity details

Name of entity	Companies House No. (if applicable)
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Entity Type

Please state all operator licence numbers for this entity

If this is a group application, please complete below and state all other entities to be included

Entity 2

Entity Type	Co. House No.
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Please state all operator licence numbers for this entity

Entity 3

Entity Type	Co. House No.
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Please state all operator licence numbers for this entity

Entity 4

Entity Type	Co. House No.
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Please state all operator licence numbers for this entity

Section 2a

Entity details (continued)

Entity 5

Entity Type

Co. House No.

Please state all operator licence numbers for this entity

Entity 6

Entity Type

Co. House No.

Please state all operator licence numbers for this entity

Entity 7

Entity Type

Co. House No.

Please state all operator licence numbers for this entity

If necessary, you can provide additional entity details on a separate sheet.

Section 2a

Entity details

Have there been any variations or variation requests to any licence in the last 28 days?

- ☐ Yes
- ☐ No

If yes, give the details.

Are there any planned changes that may affect the licence or any conditions attached?

- ☐ Yes
- ☐ No

If yes, give the details.

Section 3

Management IT system details

Do you have both drivers' hours and maintenance systems capable of reporting Earned Recognition key performance indicators?

☐ Yes

☐ No

If no, have you contacted a member of the Earned Recognition team and agreed to a concession as detailed in the application guide?

☐ Yes

☐ No

If yes, please enter the code given to you by the ER team member.

Select

Who are your validated system suppliers?

Maintenance

Name

Email

Have you told them you're going to apply?

Select

Drivers' hours

Name

Email

Have you told them you're going to apply?

Select

Have you attached your last three periods of key performance data from your systems suppliers?

☐ Yes

☐ No

Are you able to supply three periods of drivers' hours raw data?

☐ Yes

☐ No

Section 4

Audit details



If you're going to complete an audit before submitting your application, please read the guide (DVSAER01G). Make sure you give the relevant information to your authorised audit provider and that the audit is carried out in the timescale specified. DVSA may decide to direct a verification audit if further details are required after the application review.

Have you already carried out an earned recognition audit?

☐

Yes

☐

No

If yes, please state completed date / dates

Have you attached a copy of the completed audit?

☐

Yes

☐

No

Who is your nominated authorised audit provider (AAP)?

Name

Email

Do you carry dangerous goods?

☐

Yes

☐

No

Are you able to obtain your OCRS report?

☐

Yes

☐

No

Have you shared or are you prepared to share your OCRS report details with your AAP?

☐

Yes

☐

No

Section 5

Declaration

I declare that:

- The information I have provided here and in any other part as associated documentation is true and correct, also that the Office of the Traffic Commissioner has been notified of changes in accordance with the undertakings and declarations associated with the operator's licence held by the entity as stated within this application.
- All relevant convictions have been declared to the traffic commissioner. (Refer to the PSV operator licensing guide ([PSV437](#)) or the Goods vehicle operator licensing guide ([GV74](#)) for detail about convictions and penalties).
- That the directors and principals are as listed on the operator's licence and that all unspent convictions relating to any of the directors or principals have been reported to the traffic commissioner.
- That no action has been taken by the traffic commissioner against any directors or principals of the entity in the last two years.
- That the office of the traffic commissioner has been notified in all respects as to the current financial status of the entity.
- I have included all operator licences within the legal entity or group
- I have the authority of the entity / entities to submit this application on their behalf

- By ticking this box, ☐ I confirm I have read and understood the terms and conditions and agree to be bound by them.

Section 5

Declaration (continued)

Name

Position

Signature

If you fill in the form online, type your full name in this box as your digital signature.

Date



Data protection

We collect, use and store your personal data so that we can process your application to become a DVSA Earned recognition accredited operator.

We may share your personal data if we have a lawful reason, for example, as part of a criminal investigation or to prevent fraud.

www.gov.uk/dvsa/privacy

If your application is successful we will add your details to the Earned Recognition Gov.uk list which can be viewed by public.

When completed, please click the submit button. Remember to attach the required documents to the email.

Submit

Or email the completed form to er@dvsa.gsi.gov.uk



The subject line on the email must say '[new]', otherwise your application may not be processed